

## Revised VLT Courtesy Stop Procedures

### New Information

Effective immediately, the vehicle license and title (VLT) courtesy stop will be placed on a vehicle record for 60 days. Previously, courtesy stops were only placed for 30 days.

The VLT courtesy stop is a 60-day temporary stop placed on the vehicle record until a temporary restraining order (TRO) is served upon the Director of the Department of Motor Vehicles (DMV).

A courtesy stop request is **not** limited to the current registered or legal owner. Any interested party who claims rightful ownership of the vehicle may request the VLT courtesy stop.

### Procedures

To request a VLT courtesy stop:

- Complete the Courtesy Stop Request (REG 500) form, available at **[www.dmv.ca.gov](http://www.dmv.ca.gov)**.
  - All fields on the REG 500 **must** be completed.
  - If the requestor does not have a driver license or identification card number write “none” on the REG 500 form.
  - The reason(s) for the request must relate to a dispute about the ownership of the vehicle.
- Take the form to your local DMV office (bring proof of identity if submitted in person) or mail the REG 500 to the address below:

Department of Motor Vehicles  
Registration Operations Division  
Field Office Support Unit  
Attn: Courtesy Stops  
2415 First Avenue, MS C250  
Sacramento, CA 95818

**NOTE:** If you choose to mail the request directly to the address above, it **will** delay the placement of the VLT courtesy stop.

To request a VLT courtesy stop on company letterhead or a Statement of Facts (REG 256) form:

- The company letterhead or REG 256 **must** contain all the information that is required on the REG 500.
- Submit the request following the procedures above.

**Procedures, *continued***

To request the VLT courtesy stop remain on DMV records longer than 60 days:

- Complete a new REG 500 explaining the need for an extension of the VLT courtesy stop.
- Submit the request following the procedures above.

<b>NOTE:</b> The request for extension is subject to a DMV manager's approval.
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To request the VLT courtesy stop be removed prior to 60 days:

- Complete a REG 256 requesting the removal of the stop.
- Submit the request following the procedures above.

To verify that the stop has been placed after 24 hours; customers may contact the Field Office Support Unit at (916) 657-6056.

**Background**

Due to an increase in fraudulent activities, the 30-day VLT courtesy stop was extended to 60 days to allow more time for vehicle owners to obtain and serve a TRO on the Director of the DMV.

**Distribution**

Notification that this memo is available online, at **www.dmv.ca.gov** under Publications was made via California DMV's Automated E-mail Alert System in October 2011.

**Contact**

Call the DMV Customer Communications Section, at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.



JEAN SHIOMOTO, Deputy Director  
Communication Programs Division

Attachment

## COURTESY STOP REQUEST

		DATE OF REQUEST
REQUESTOR NAME		REPRESENTING <input type="checkbox"/> Registered Owner <input type="checkbox"/> Legal Owner
REQUESTOR ADDRESS		
REQUESTOR DAYTIME PHONE AND EXTENSION (     )		
LICENSE PLATE # OF THE VEHICLE FOR WHICH THE STOP IS REQUESTED	VEHICLE IDENTIFICATION NUMBER (VIN)	
VEHICLE MAKE	VEHICLE YEAR MODEL	

☐ I request that a VLT Courtesy Stop ***be placed*** on the above described vehicle record for the following reasons:

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I understand that I must file a complaint or petition with the Superior Court requesting a preliminary injunction with a temporary restraining order to be served upon the Director of the Department of Motor Vehicles within 60 days at the following address:

Department of Motor Vehicles  
 Registration Operations Division  
 Field Office Support Unit  
 Attn: Courtesy Stops  
 2415 First Avenue, MS C250  
 Sacramento, CA 95818

**Please Note:** Once the courtesy stop is placed, it may stay on the record for 60 days. If the restraining order is not obtained within 60 days, the stop will be removed and the file closed. Please do not call to request the stop be removed as it will automatically be deleted from record if the restraining order is not filed with the department.

***I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.***

REQUESTOR'S PRINTED NAME	DL OR ID NUMBER
REQUESTOR'S SIGNATURE <b>X</b>	TECHNICIAN'S DATE LINE STAMP (IF AVAILABLE)